I. Title
   Time Off for Voting

II. Policy
   In accordance with statutory provisions, UTMB provides all employees with sufficient time off, without
   a deduction in salary or accrued leave, to vote in each national, state, or local election. This time is
   reported as time worked. Advance notice shall be given to the supervisor in order to ensure that proper
   coverage can be maintained.

   Whenever possible, employees are expected to vote before or after normal working hours on an official
   election day (any day the polls are open for federal, state, or local government elections) or by absentee
   ballot prior to the election day. If it is not possible for an employee to vote during off hours, supervisors
   are authorized to grant a reasonable period of time off during working hours.

   UTMB complies with applicable federal and state laws and regulations and strives to maintain an
   environment which does not discriminate against applicants or employees on the basis of race, color,
   national origin, sex, age, religion, disability, sexual orientation, gender identity and expression, genetic
   information, or veteran status.

III. Relevant Federal and State Statutes
   Texas Government Code, §661.914

IV. Dates Approved or Amended
   | Originated: 12/01/1990 |
   | Reviewed with Changes | Reviewed without Changes |
   | 03/07/2013 | 11/17/2016 |
   | 04/08/2013 | 10/03/2019 |
   |  | 05/09/2023 |

V. Contact Information
   Human Resources Employee Relations
   (409) 772-8696